



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Parental Involvement Policy

Policy Statement

We recognise that parents and carers are a child's first and most enduring educators. We are committed to working in close partnership with parents/carers to support each child's learning, development and wellbeing, in line with the EYFS Statutory Framework.

We ensure that all parents/carers are:

- Treated as partners in their child's learning
- Supported to contribute to their child's development
- Kept well-informed about their child's progress and experiences in the setting

We actively promote inclusive engagement, recognising the diversity of family structures. This includes biological parents, adoptive parents, step-parents, same-sex parents, foster carers, and others with parental responsibility.

In accordance with the Children Act 1989, parental responsibility is defined as:

"All the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property."

Aims

We aim to:

- Build respectful, trusting and reciprocal relationships with parents/carers
- Ensure effective two-way communication
- Support parents in extending learning at home
- Promote equality of opportunity and inclusion for all families
- Ensure parents are informed, involved and confident in safeguarding practices

Procedures

Welcoming & Accessibility

- All parents/carers are welcomed into the setting in a respectful, inclusive and professional manner
- The environment is accessible and supports parents with disabilities or additional needs
- Flexible opportunities are provided for engagement for working parents and those living separately from their children

Communication & Information Sharing

- We maintain regular two-way communication about children's learning, development and wellbeing
- Parents have access to a secure online platform (Iconnect) to view observations, assessments and shared learning
- Daily feedback is provided verbally and/or digitally.
- Regular meetings (including virtual options) are offered to discuss progress
- Key persons are available to provide support, guidance and respond to concerns

Safeguarding, Confidentiality & Information Sharing

- We work in partnership with parents to promote children's welfare and keep them safe
- All information about children and families is stored securely and treated confidentially in line with Data Protection legislation (GDPR)
- Information will only be shared without consent where there is a safeguarding concern, in accordance with our Safeguarding and Information Sharing policies
- Parents are provided with a clear Privacy Notice explaining how data is used
- We ensure at least two emergency contacts are held for every child
- Parents are informed of safeguarding procedures and the role of the Designated Safeguarding Lead (DSL)

Parental Consent

We obtain written parental consent for:

- Administration of medication
- Emergency medical treatment
- Outings and visits
- Use of photographs and videos

Parents are supported during the settling-in process, which is tailored to individual child needs.

Partnership in Learning

- Parents are actively encouraged to contribute to their child's learning journey
- We share information about the EYFS curriculum and how children learn
- Parents are invited to share observations from home
- Regular progress reviews are held, including the two-year progress check where applicable
- Ongoing developmental discussions take place between key persons and parents

Inclusion, Equality & Cultural Capital

- We value and celebrate the diverse cultural, linguistic and social backgrounds of families
- Materials and communication are adapted to support parents with English as an additional language or literacy needs
- Parents are encouraged to contribute to the setting through sharing skills, experiences and cultural knowledge

Supporting Families & Wellbeing

- We support parents in accessing additional services where needed
- Effective partnership working is maintained where children have SEND or safeguarding plans
- We promote positive wellbeing for children and families and signpost support where appropriate

Complaints & Feedback

- Parents are informed of the Complaints Procedure, which is transparent and accessible
- Concerns are taken seriously and responded to promptly
- Feedback is actively encouraged to support continuous improvement

Governance & Continuous Improvement

- Parents are given opportunities to contribute to decision-making where appropriate
- Feedback is used to improve practice and outcomes for children

Sustainability & Community Engagement

- We encourage parental involvement in environmentally sustainable practices
- Information is shared digitally where possible to reduce paper use

Monitoring & Review

This policy is:

- Reviewed annually or sooner if legislation changes
- Evaluated through parental feedback, staff reflection and Ofsted requirements

This policy was adopted by

The Butterfly Rooms (Incorporating
Woodlands) Ltd

On

10th June 2026

Date to be reviewed

10th July 2026

Signed on behalf of the Management

Committee

A.Thompson

Name of signatory

Miss Aimee Thompson
